

MFASIS ACCOUNTING SYSTEM

JOURNAL VOUCHER

Function: Process Journal Vouchers

OBJECTIVE:

To process Journal Vouchers on the MFASIS Accounting System through a JV transaction.

SOURCE DOCUMENTS NEEDED:

- Completed Journal Voucher form.

PROCEDURES:

See User Procedure Section.

SYSTEM INPUT:

See System Input Section.

SCREENS TO BE USED:

- Journal Voucher (JV)

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JOURNAL VOUCHER
NARRATIVE

Function: Process Journal Vouchers

NARRATIVE

MFASIS provides the capability to adjust account balances, or correct accounting distributions previously recorded, by the means of a Journal Voucher (JV). Journal Vouchers are also used to record accounting events which can not be recorded on any other MFASIS transaction. Where specific transaction types are available to record an accounting event, they should be used (for example a Receivable should be used to accrue revenue and a Cash Receipt should be used to record cash).

JVs should generally not be used to record amount adjustments to other previously entered transactions. JVs are most commonly used for:

- Reclassifying Ledger entries, or account codes
- Clearing Due to and Due from accounts
- Balance Sheet Transactions
- Expensing previously recorded expenditures.
- Standard accruals and reversals.
- Recording STACAP charges

JVs will also be used to make account code adjustments to liquidated transactions such as RQs and POs and posted PVs.

JV's will be entered by individual agencies. Depending on how the JV is being used, some fields may be required, while others may be optional.

Account Type, Fund, Agency, Organization, Appropriation Unit, Object code and Amount are required for Expenditure transactions.

Account Type, Fund, Agency, Organization, Appropriation Unit, Revenue Source and Amount are required for Revenue transactions.

Account Type, Fund, Agency, Amount and Balance Sheet Account are required for Balance Sheet transactions. The Organization code and Activity code can be used to further break down a Balance Sheet Account into greater detail. These fields should be filled in if agencies choose to track transactions at a level lower than the Balance Sheet Account level.

Appropriation Unit and Balance Sheet accounts must be coded if the JV will have an effect on an appropriation or a balance sheet account. The Account Type code identifies the type of transaction being recorded.

Valid Account Type Codes are as follows:

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01	Asset
02	Liability
03	Fund Balance
11	Asset Offset to Expense-Used for depreciation of fixed assets
21	Encumbrances
22	Expense/Expenditure
23	Expenditure
24	Expense
31	Revenue

ACCOUNTING ACTIVITIES

JVs which have been given the proper approvals update a number of Budget, Accounting, Project, or Grant tables.

MFASIS ACCOUNTING SYSTEM

JOURNAL VOUCHER
FORMS

Function: Process Journal Vouchers

FORMS

A. JOURNAL VOUCHER FORM

MFASIS ACCOUNTING SYSTEM

JOURNAL VOUCHER USER PROCEDURES

Function: Process Journal Vouchers

USER PROCEDURES

ON-LINE AGENCIES

A. PROCESS JOURNAL VOUCHERS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency determines a need to make an adjustment to accounting records that cannot be done by any other MFASIS transaction.	Agency accounting unit	Prepare for processing: a) complete a Journal Voucher form b) record the journal voucher's unique document ID number on the Journal Voucher form.
2. Receipt of reviewed and properly coded Journal Voucher form.	Agency authorizing signature	Sign each journal voucher.
3. Receipt of agency reviewed and authorized Journal Voucher form.	Agency personnel	Enter the JV transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Perform a quick edit on the transaction, approve it, and put it on hold.
4. Receipt of JV transactions entered into MFASIS. NOTE: Steps 3 and 4 may be completed simultaneously if security for your agency has been established to allow the same person to enter and process final approval of the transaction. Please see your agency security coordinator to determine if this is the	Agency supervisor Agency personnel	Apply agency level approval and put the transaction on hold. Forward a hard copy of all JV transactions (with required attachments and original signatures) to the Bureau of Accounts and Control.

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JOURNAL VOUCHER USER PROCEDURES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
case.		
5. Receipt of journal voucher documentation (hard copy original documents with appropriate attachments).	BAC (General Accounting Unit)	<p>Review the document for math accuracy and completeness. (Original document, original signatures and coding, correct attachments.)</p> <p>Send back JVs which need correction by agencies. (This should occur rarely.)</p> <p>Access the JV document on the MFASIS system.</p> <p>Match information on hard copy to screen display. Perform a visual pre-edit.</p> <p>Perform a Quick Edit.</p> <p>Approve the JV transaction and schedule it for off-line processing.</p> <p>Return documents for JVs not found on the system, or JVs which do not match JV documents found on the system.</p>
6. Receipt of A601 Report.	BAC (General Accounting Unit)	<p>Pull journal vouchers rejected on overnight edits.</p> <p>Return to agencies for correction and resubmission. (This should occur rarely.)</p> <p>Date stamp documents.</p> <p>File by agency, then Doc ID.</p> <p>Film at end of a month.</p> <p>Retain for 3 months then discard.</p>

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JOURNAL VOUCHER USER PROCEDURES

OFF-LINE AGENCIES

A. PROCESS JOURNAL VOUCHERS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency determines a need to make an adjustment to accounting records that cannot be made through any other MFASIS transaction.	Agency accounting unit	Prepare for processing: a) complete a Journal Voucher form (mandatory) b) add the journal voucher's unique document ID number to the Journal Voucher form.
2. Receipt of reviewed and properly coded Journal Voucher form.	Agency authorizing signature	Sign each Journal Voucher form.
3. Receipt of agency reviewed and authorized Journal Voucher form.	Agency personnel	Forward the Journal Voucher form, and the supporting documents to the Bureau of Accounts and Control Accounting Division.
4. Receipt of the Journal Voucher form and associated documents.	BAC Accounting Division	Access MFASIS and enter the JV transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Perform a quick edit on the transaction. Return any JV transactions which are rejected by the system to agency. (This should occur rarely.) Apply the agency level approvals and put on hold.
5. Receipt of Journal Voucher form (hard copy and appropriate attachments)	BAC (General Accounting Unit)	Review the document for math accuracy and completeness. (Original document, appropriate signatures and coding, correct attachments.) Send back hard copy journal vouchers which need correction by agencies. (This should occur rarely.)

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JOURNAL VOUCHER USER PROCEDURES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		<p>Access the remaining JV documents on the MFASIS system.</p> <p>Match information on hard copy to screen display. Perform a visual pre-edit.</p> <p>Perform a Quick Edit.</p> <p>Approve JV transaction and schedule it for off-line processing.</p> <p>Return to agency any documents for JVs not found on the system, or JVs which do not match JV documents found on the system.</p>
6. Receipt A601 Report.	BAC (General Accounting Unit)	<p>Pull journal vouchers rejected on overnight edits.</p> <p>Return to agencies for correction and resubmission. (This should occur rarely.)</p> <p>Date stamp documents.</p> <p>File by agency, then Doc ID.</p> <p>Film at end of a month.</p> <p>Retain for 3 months then discard.</p>

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JOURNAL VOUCHER SYSTEM INPUT

JOURNAL VOUCHER (JV)

FUNCTION:		DOCID: JV 01A 305119803		06/05/98 10:07:20 AM	
STATUS: ACCPT		BATID:		ORG: 001-002 OF 014	
H- JOURNAL VOUCHER INPUT FORM					
JV DATE: 05 12 98		ACCTG PRD:		BUDGET FY: REVERSAL DATE:	
ACTION:		BUDGET OVERRIDE IND:		COMMENTS:	
DEBIT DOC TOTAL:		7,366.98		CREDIT DOC TOTAL: 7,366.98	
CALC DEBIT TOTAL:		7,366.98		CALC CREDIT TOTAL: 7,366.98	
AC	SUB		FUNC		OBJ SUB BS JOB
TP	FUND	AGCY	ORG	APP	UNIT ACTV TION REV O/R ACCT NUMBER
---	---	---	---	---	---
INT	REF	BK	DEBIT		VENDOR / PROVIDER
FUND	AGCY	CD	AMOUNT		NAME
---	---	---	---		---
DESCRIPTION			CREDIT AMOUNT		CASH IND
-----			-----		-----
01-	22	014	01A	3310	011 3110
			2,517.20		
02-	22	014	01A	3310	011 3905
			25.89		

The Journal Voucher (JV) document is a generalized document that records accounting events that cannot be recorded using any other financial system document. If the debit and credit totals across any one fund are out of balance, the offsetting entries for that fund are automatically generated by the system. This offsetting balance sheet account will be inferred from **Due to Fund** or **Due from Fund** on System Special Accounts (SPEC).

Generally, you should not use this document to record corrections to other documents. You should make corrections of this type by modifying the original document.

Fields	Description
Date of Record	Default is the date the system accepts the document. Enter the date (<i>mm dd yy</i>) you want to associate with this document, usually the current date.
Accounting Period	Default is inferred from Date of Record . Enter the accounting period you want associated with these lines (it must be open). Do not enter a future accounting period .
Budget FY	Default is inferred from Date of Record . If you want these lines recorded in another fiscal year, enter the desired fiscal year. Enter an open year that is not a future fiscal year.
Reversal Date	Optional. Enter only if you want this journal voucher automatically reversed. Enter the date (<i>mm dd yy</i>) when you want the reversal to take place. When this date is entered,

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JOURNAL VOUCHER SYSTEM INPUT

Fields	Description
	the last character of the journal voucher document number must be <i>E</i> .
New/ Modification [Action]	Default is <i>New [E]</i> . Use <i>Modification [M]</i> if you want to reuse a journal voucher number in the same accounting period. This groups the documents together on the Trial Balance by Accounting Distribution (A611) report.
Override Budget	Default is cleared [<i>N</i>]. Select [<i>Y</i>] to override the pre-approved budgeted amount.
Comments	Optional. Enter a descriptive note about this document.
Debit Total	Required. Enter the total amount of the debit lines on this document. This field must equal Credit Total , or the document is rejected.
Credit Total	Required. Enter the total amount of the credit lines on this document. This field must equal Debit Total , or the document is rejected.
Calculated Debit Total	Display only. The system automatically calculates the total amount of debit lines on this document. This field must equal Calculated Credit Total , or the document is rejected.
Calculated Credit Total	Display only. The system automatically calculates the total amount of credit lines on this document. This field must equal Calculated Debit Total , or the document is rejected.
Account Type	Conditional. Select the account type associated with this journal voucher. The journal voucher document has multiple uses. Valid values are: <i>Asset [01]</i> <i>Liability [02]</i> <i>Fund Balance [03]</i> <i>Asset Offset to Expenses [11]</i> <i>Encumbrance [21]</i> (only allowed under certain circumstances.) <i>Expense/Expenditure [22]</i> <i>Expenditure [23]</i> <i>Expense [24]</i> <i>Revenue [31]</i>
Fund	Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund if you want to override the default. See Fund Index (FUND) for valid values.
Agency	Conditional. Enter the agency used on this journal voucher. See Agency Index

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Fields	Description
	(AGCY) for valid values.
Organization/ Sub	Conditional. Enter the organization and sub-organization (if desired) used on this journal voucher. See Organization Index (ORGN) and Sub-Organization (SORG) for valid values.
Appropriation Unit	Required if the Appropriation Control Option on Fund Index (FUND) is C (full control) or P (presence control), and when the transaction is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the transaction.
Activity	Conditional. Enter the activity used on this journal voucher. See Activity Index (ACTV) for valid values.
Function	Conditional. Enter the function used on this journal voucher. See Function (FUNC) for valid values.
Object/Rev/Sub	Conditional. Enter the object and sub-object associated with this journal voucher OR the revenue source and sub-revenue source associated with the journal voucher. See Object Index (OBJT) and Sub-Object (SOBJ) or Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. Enter the balance sheet account associated with this journal voucher. See Balance Sheet Account Index (BACC) for valid values.
Job Number	Optional. Enter the project number associated with this journal voucher. See Agency Project Inquiry (AGPR) for valid values.
Internal Fund	Conditional. If clearing out due to accounts, enter the seller's fund. If clearing out due from accounts, enter the buyer's fund. See Fund Index (FUND) for valid values.
Reference Agency	Conditional. If clearing out due to accounts, enter the reference agency for the seller. If clearing out due from accounts, enter the agency for the buyer. See Agency Index (AGCY) for valid values.
Bank Account Code	Conditional. If coded always use "01".
Debit	Enter amounts on the debit side if you are reclassifying expenditures, revenue or balance sheet accounts.
Reporting Category	Conditional. Enter the reporting category associated with this journal voucher. See Reporting Category (RPTG) or Federal Aid Inference (FAIT) for valid values.

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Fields	Description
Code	<p>Default is <i>None [blank]</i>. Required if Vendor Name is <i>Required [Y]</i> on System Control Options (SOP2). This field indicates if the value entered in Vendor/Provider is valid on Vendor (VEN2) or Provider (PROV). Valid values are:</p> <p style="text-align: center;"> <i>Vendor [V]</i> <i>Quantity [Q]</i> </p> <p style="text-align: center;"> Provider [P] None [N] </p>
Vendor/Provider	Conditional. Enter the vendor or provider associated with this journal voucher. See Vendor Index (VEND) or Provider (PROV) for valid values.
Name	Default is inferred from Vendor (VEN2) or Provider (PROV) depending on the value in Code . Enter the name of the vendor or provider for reference purposes.
Description	Optional. Enter a description for this journal voucher line.
Credit	Enter amounts on the credit side if you are reclassifying expenditure, revenue or balance sheet accounts.
Cash Indicator	<p>This is a protected field. Always leave blank.</p> <p>The system, as delivered, would require this field to be coded if JV Cash Indicator Required is <i>Yes [Y]</i> on System Control Options (SOP2); otherwise, <i>Default [blank]</i> would be selected. Valid values are:</p> <p style="text-align: center;"> <i>Yes [Y]</i> This document updates the Collected fields on Agency Federal Aid Inquiry (AGFA) and Agency Project Inquiry (AGPR). </p> <p style="text-align: center;"> <i>No [N]</i> This document updates the Accrued fields on Agency Federal Aid Inquiry (AGFA) and Agency Project Inquiry (AGPR). </p>